

# TATIANA VANESSA VELEZ

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## OBJECTIVE

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- To use public administration knowledge gained in the U.S. Peace Corps and public administration system to obtain a full-time salaried position in the government sector.
- GS-10 GRADE

## EDUCATION

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The University of South Carolina May 2023  
• Master of Public Administration

Lander University Dec 2017  
• Bachelor of Arts, English

## WORK EXPERIENCE

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**Federal Programs Assistant** Dec 2021 - *present*  
South Carolina Public Charter School District FTE (35.7 hours per week)

- Support the Director of Federal Programs to ensure reliable and accurate data and documentation related to Federal and State laws and regulations.
- Review and prepare Federal Programs records, reporting, revisions, and grant applications.
- Oversee time and effort tracking for district and school level employees paid with federal funds.

**Primary Education Specialist** Jan 2018 - Mar 2020  
United States Peace Corps, Sisaket Province, Thailand FTE (60 hours per week)

- Planned curriculum scope appropriate to Thailand National Education Standards for 3 primary schools.
- Developed and delivered participatory English lessons for 170 students in under-served village schools.
- Introduced new norms and classroom management techniques to incorporate into the Thai classrooms for Kantharalak School District 4, Sisaket Province.

**Youth Development Extreme Teen Counselor** Jun 2017- Aug 2017  
YMCA Camp Jackson FTE (60 hours per week)

- Supervised campers in their living units and during activities for teenagers.
- Planned, coordinated, and executed activities while guiding campers in personal growth in daily life skills.
- Lead and assisted in outdoor activities for campers.

**Youth Development Counselor** Jan 2016 - May 2017  
YMCA of Greenwood PTE (20 hours per week)

- Coordinated physical activities for 70 youth, grades K5-8.
- Provided academic support and assistance for struggling students.
- Empowered and educated youth to make healthy decisions and lead healthy lifestyles.

## VOLUNTEER EXPERIENCE

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**Primary School Spanish Teacher** May 2016  
The Phoenix Project, Antigua, Guatemala

- Taught Spanish to students in a rural village who only spoke the Mayan language of Kaqchikel.
- Developed innovative pedagogies to teach Spanish at a low resource indigenous school.

## SKILLS

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- Microsoft Office Suite
- Macbook Pages
- Google Docs and Slides
- Fluent in Spanish
- Intermediate Thai